



Allan L. McVey
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
2101 WASHINGTON STREET, EAST
P.O. BOX 50121
CHARLESTON, WEST VIRGINIA 25305-0121



Kenny H. Yoakum
DIRECTOR

Memorandum

TO: Agency Fleet Coordinators

FROM: Stephanie Lane, Fleet Coordinator
Fleet Management Division

DATE: October 26, 2020 and November 10, 2020

SUBJECT: 2021 Model Year New Vehicle Request/Finance Order

The Fleet Management Division (FMD) is in the process of preparing the 2021 Model Year Vehicle orders.

To submit a 2021 Model Year Vehicle Order Request, FMD has provided the form listed below on our website at https://fleet.wv.gov/AFC_Resources/Pages/default.aspx. The vehicle request forms are in a Microsoft Access Database and are intended to be completed electronically, printed, signed, approved by the Governor's Office, scanned and returned to FMD's Director Kenny Yoakum at Kenny.H.Yoakum@wv.gov or mail to 2101 Washington Street East, Charleston, WV 25305.

The **DOA-FM-059 – Vehicle Request Form** needs to be completed in its entirety as is appropriate:

- *Replacing a vehicle in your fleet*
 - When requesting a new vehicle, the agency **must** concurrently identify a vehicle for decommissioning. All purchases also require the Governor's Office Deputy Chief of Staff's approval prior to submitting to FMD
- *Requesting a vehicle without a replacement (Increase to Fleet)*
 - To accommodate a change in mission, legislation, executive order, or Federal grant requirements must be fully justified and requires Cabinet Secretary and Governor's Office Deputy Chief of Staff's approval prior to submitting to FMD

Vehicles intended for replacement must be five (5) years old and have 120,000 miles on the odometer.

Until the Governor's moratorium is lifted, approval for vehicle purchase must be authorized by the Deputy Chief of Staff, Anne Urling. This approval process can be achieved with this one form by submitting the vehicle request along with a cover letter of justification to your agency's Cabinet Secretary and the Deputy Chief of Staff. Agencies exempt from this order include Higher Education and State Police. If the vehicle purchase is to be agency owned, Fleet Management Division requests the purchase order document number be referenced on the request form.

Hyperlinks are provided below to view the vehicle-related statewide contracts. Please refer to the MV21 synopsis attached to this correspondence to view vehicle class and make and model, as well as a brief description of each vehicle.

- 2021 MV TRUCK <http://www.state.wv.us/admin/purchase/swc/MVTRUCK.htm>
- 2021 MV <http://www.state.wv.us/admin/purchase/swc/MV.htm>

Orders are recommended to be placed ASAP to avoid limitation of availability due to manufacturer imposed build out dates.

If you have no plans of ordering vehicles from FMD for your agency this model year, please send an email to Kenny.H.Yoakum@wv.gov to indicate your agency's intent.

If you have any questions, please do not hesitate to contact:

Stephanie Lane – (304) 558-2614
Kenny Yoakum – (304) 558–2106

Thank you.